

Division of Community Nutrition

<i>Subject:</i> Time & Effort Reporting		<i>Policy:</i> ADM 03.7 - C
<i>Reference:</i> N / A	<i>Effective:</i> August 12, 2013	<i>Supersedes:</i> April 15, 2012

I. Policy:

All personnel providing WIC services shall complete a daily Time and Effort reporting (T & E) in accordance with Virginia Department of Health (VDH) procedures. T & E reporting is required for all VDH salaried / wage personnel funded in total or in part by federal funds, as well as for all local VDH agency personnel who are not federally funded yet provide WIC client services or are in direct contact with WIC clientele.

II. Procedure(s):

- A. T & E reporting shall be completed daily through the Virginia Department of Health (VDH) online Finance and Administration (F&A) T&E Module available at: <https://fanda.vdh.virginia.gov/financials/index.jsp>
- B. All time reported shall reflect time actually spent, and not times projected, nor time allocated according to HR-9 percentages
- C. Personnel shall electronically submit daily records of time spent for each federal fiscal year
- D. Overtime hours shall be reported if paid
- E. "Free", in-kind, or unpaid time shall not be reported by non-exempt personnel
- F. Compensatory time shall be reported as non-direct service time when taken
- G. Annual leave and Sick leave shall be reported as non-direct service time when taken
- H. Personnel reported T & E will be reviewed for accuracy and verified by the assigned supervisor validating T & E spent
- I. Time spent working with the WIC Program shall be correctly identified in one of following four categories:
 - 1) Administration time shall be recorded with T & E Code 130. Listed below are the situations when this shall be required:
 - a. Program monitoring
 - b. Prevention of fraud
 - c. General oversight
 - d. Food instrument accountability;
 - e. Local WIC vendor on-site monitoring T & E
 - f. Maintaining WIC fiscal and program reports
 - g. WIC clerical support

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- 2) Client Services shall be recorded with T & E Code 129. Listed below are the situations when this shall be required:
 - a. Determining categorical, residential and income eligibility
 - b. Conducting diet and health assessments and determine nutritional risk required in the certification process
 - c. Issuing food benefits and explaining their use
 - d. Referring applicants / participants to other health care and social services
 - e. Coordinating services with other programs
 - f. Outreach
- 3) Nutrition Education shall be recorded with T & E Code 131. Note that only part of the certification visit which is dedicated to counseling in response to identified nutritional risk shall be counted as nutrition education. The certification process itself shall be recorded as client service time. Listed below are the situations when this shall be required:
 - a. Explaining the relationship of nutrition to good health
 - b. Nutritional education provided to participants regarding identified nutritional and / or medical risk(s) in accordance with NEd 02.3-C
 - c. Providing individual or group follow-up education sessions
 - d. Travel and training for WIC personnel who plan and / or conduct nutrition education
 - e. Developing or procuring nutrition education materials
 - f. Interpreting or translating nutrition education services or materials
 - g. Evaluating and monitoring nutrition education services
 - h. Outreach
- 4) Breastfeeding time shall be recorded with T & E Code 134. Note the cost of any breastfeeding education and consultation to WIC participants by WIC Nutritionists, CPA's or breastfeeding peer counselors (ADM 03.5-C). Listed below are the situations when breastfeeding T & E time coding shall be required:
 - a. Promoting and supporting breastfeeding
 - b. Encouraging continuation of breastfeeding
 - c. Developing / procuring, printing and distributing materials devoted to breastfeeding education and support

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d. Training WIC personnel to provide the aforementioned

e. Outreach

- J. Non-direct service time shall be coded to T & E Code 999 when personnel efforts cannot be related to a specific federal program. When training or travel is directly related to a specific program, the time shall be charged to that program and its relative project code.
- K. T & E reporting is a daily and 100% continuous time reporting process. As such if local personnel perform WIC and non-WIC activities related to another program, all time worked within each program (WIC and non-WIC) must be reported using the appropriate time and effort code designated for each program as well as the corresponding FIPS code, if available, for where the actual T & E took place.
- L. Work for other State funded health programs (non-grant) that cannot be identified and/or are not listed in the T & E F & A system shall be recorded as 898.
- M. All T & E recorded shall use the correct FIPS coding for where the work was actually performed.